

Knock Knock

Who's there??

Didja Know



That's who!



Didja Know

**It's been a long time since I've
made an appearance!**



Didja Know

**We have a new DTS “Tool” for
you to use.....**



Didja Know

**Introducing (drum roll
please).....**



Didja Know

The Kansas DTS Constructive Travel Worksheet

(KS-CTW v 1.0 dated 4 May 2010)

Ta-Da!!



KANSAS CONSTRUCTIVE TRAVEL WORKSHEET				
<u>Current Mileage Rate</u> Input Current Mileage Rate Here: →				\$ -
Scenario #1 Flight Estimate to TDY location				
Round Trip Cost of Airfare with CTO Fees				\$ -
<u>Current GSA Airline Rate</u>				
Round Trip Mileage from HOR or PDS to Airport	Miles =	0	\$	-
or Taxi Terminal from HOR or PDS to Airport			\$	-
or Shuttle-Charter Service from HOR or PDS to Airport			\$	-
Round Trip Tolls to Airport			\$	-
	Rate	Days		
Airport Parking (max @ \$13 per day) # of days	\$ -	0	\$	-
Rental Car if Authorized at TDY (justification is needed in comments section)	\$ -	0	\$	-
<u>Current GOV Rental Car Rate</u>				
Rental Car Fuel Costs			\$	-
Total parking during TDY. Check with Hotel or LOI.			\$	-
Taxi or Public Transportation at TDY (if rental not authorized)			\$	-
Other costs (justification is needed in comments section)			\$	-
			Total:	\$ -
Scenario #2 POV Estimate to TDY Location				
Round Trip Mileage from HOR or PDS to TDY	Miles =	0	\$	-
Any Trip Tolls			\$	-
Total Parking During TDY. Check with Hotel or LOI.			\$	-
Other costs (justification is needed in comments section)			\$	-
			Total:	\$ -
Scenario #3 Rental Car Estimate to TDY Location				
	Rate	Days		
Rental Car	\$ -	0	\$	-
<u>Current GOV Rental Car Rate</u>				
Rental Car Fuel Costs			\$	-
Any Trip Tolls			\$	-
Total Parking During TDY. Check with Hotel or LOI.			\$	-
Other costs (justification is needed in Comments section)			\$	-
			Total:	\$ -
Comments to Approving Official:				
<p align="center">When requesting POV: For Out of State Travel, Scenarios 1 and 2 will need to be completed For In-State Travel Scenarios 2 and 3 will need to be completed Traveler will be paid at the Constructive Travel Cost that is most advantageous to the Government Save or Scan as PDF and upload to Substantiating Records</p>				



Didja Know

After 4 May 2010, all travelers requesting to use their Privately Owned Vehicles will be required to prepare and upload the KS-CTW v 1.0 dated 4 May 2010



Didja Know

**Maybe I better clarify that for
you.....**



Didja Know

**If you already have “signed”
Authorizations in DTS, you do
NOT need to go back in and swap
the old CTW with the KS-CTW v
1.0.**

You are good to go.



Didja Know

**However..... all Authorizations
signed by the traveler *after* 4 May
2010 must have KS-CRW v 1.0
uploaded instead of former
versions.**

Didja Know



So now you are wondering, “Why the need for a new version instead of the DTS CTW already imbedded in the Defense Travel System”?



Didja Know

Thanks to a lot of hard work, we have created a CTW that has all the information we need to make an informed decision on whether (or not)

****“POV is more advantageous to the Government”.***

Didja Know



We see that *statement *a lot* from Travelers.... but usually there is no CTW attached that backs up their statement.



Didja Know

But now with the new KS-CTW v 1.0, you will have hyperlinks and formulas to help you provide all the data we need.



Didja Know

For those of us that are not so technosavy, here is how you save your KS-CTW v 1.0 in a PDF format so that you can upload it to DTS.....

Copy of Constructive Travel Worksheet v1 2 - Microsoft Excel

When completed click on the Office Button
And select "Save As" then
Select PDF or XPS

Save a copy of the document

- Excel Workbook
Save the file as an Excel Workbook.
- Excel Macro-Enabled Workbook
Save the workbook in the XML-based and macro-enabled file format.
- Excel Binary Workbook
Save the workbook in a binary file format optimized for fast loading and saving.
- Excel 97-2003 Workbook
Save a copy of the workbook that is fully compatible with Excel 97-2003.
- OpenDocument Spreadsheet
Save the workbook in the Open Document Format.
- PDF or XPS**
Publish a copy of the workbook as a PDF or XPS file.
- Other Formats
Open the Save As dialog box to select from all possible file types.

Excel Options Exit Excel

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
16	TRAVEL WORKSHEET																
17	Current Mileage Rate Here: → \$ -																
18	TDY location																
19	\$ -																
20	\$ -																
21	Miles = 0 \$ -																
22	\$ -																
23	\$ -																
24	\$ -																
25	Rate Days																
26	\$ - 0 \$ -																
27	\$ - 0 \$ -																
28	\$ -																
29	\$ -																
30	\$ -																
31	Tax of 1 dollar Transportation at TDY (if rental not authorized)																
32																	
33	Other costs (justification is needed in comments section)																
34	\$ -																
35	Total: \$ -																
36	Scenario #2 POV Estimate to TDY Location																
37	Round Trip Mileage from HOR or PDS to TDY																
38	Miles = 0 \$ -																
39	Any Trip Tolls																
40	\$ -																
41	Total Parking During TDY. Check with Hotel or LOI.																
42	\$ -																
43																	
44	Other costs (justification is needed in comments section)																
45	\$ -																
46	Total: \$ -																
47	Scenario #3 Rental Car Estimate to TDY Location																

Worksheet Example

Ready

start

Inbox - Microsoft ... RE: (UNCLASSIFI... ATRRS Portal - W... Microsoft Access - ... My Documents Microsoft Excel - ...

10:28 AM Tuesday



Didja Know

- **We are providing a complimentary KS-CTW v1.0 for your use.**
- **The KS-CTW v1.0 will also be found on the HRO website.**



Didja Know

So there you have it... the latest and greatest from your hard working creators of the KS-CTW v1.0!

Thanks to the folks in the G-3 and HRO for their combined effort!